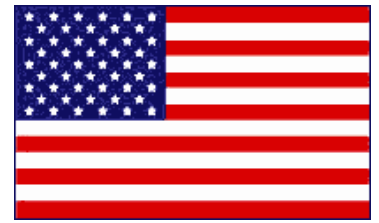




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)  
Hillsboro, OR East Portland, OR*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>T38-10-0190-SJ</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Medical Records Technician (Inpatient &amp; Outpatient Coder) FS GS-675-6/7/8 \$36,799 to \$58,872 per annum (Based on full-time employment) (Grade and pay to be determined by Professional Standards Board)</b>	3. <u>Tour of Duty</u>  <b>8 am – 4:30 pm M-F</b>	4. <u>Duty Station</u>  <b>Business Office, Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-273-5236</b>	7. <u>Opening Date</u>  <b>06/10/2010</b>	8. <u>Closing Date</u>  <b>06/24/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees, Veteran's Canteen Service and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement.
- Any US Citizen

### MAJOR DUTIES:

The Medical Record Technician/Coder is a staff position located under the Coding Section of Business Office Service at the Portland Veterans Affairs Medical Center. This position is responsible for maintaining the quality of patient records, assigning of appropriate International Classification of Diseases Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT-4) and Healthcare Common Procedure Coding System (HCPCS) codes, and various other duties as assigned. Codes all assigned work based on established or stated priorities. Codes diagnosis, operations and procedures based on knowledge of coding systems, including ICD-9-CM, CPT-4, and HCPCS, ensuring that codes are complete and conform to accepted VA regulations, Joint Commission on Accreditation of Healthcare Organizations (QCAHO), ICD coding conventions, and guidelines for optimal reimbursement. Reviews the patient's record to ensure that all conditions of care, operations and procedures are properly documented by the clinician and sequences in order of importance. Insures documentation is present and in an appropriate format, sequenced, identified and signed. Completes Patient Treatment File (PTF) for each admission by abstracting pertinent information, including clinical and demographic information. Reviews patient record before assigning pertinent codes and submitting the most accurate information relating to admissions, operations, procedures, and changes in treating specialty, diagnosis and disposition for each episode of hospitalization. Completes inpatient and pro-fee coding on all inpatient charts. Assists in the completion of census, Minimum Data Sets (MDS) for NHCU patients and other special surveys before closeout. Ensures that PTF workload is loaded and transmitted by the 14<sup>th</sup> of every month, in accordance with Central Office's mandate. Completes inpatient and Pro-Fee coding on all inpatient charts within 7 days of discharge. Codes assigned outpatient encounters within 7 days of event/coding assignment. Performs other related duties as assigned

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G35) for GS-675 series applies and may be reviewed in the Human Resources Management Service Office.

#### **Basic Requirements:**

- **Citizenship:** Citizen of the United States (Non-citizens may be appointed when it is not possible to recruit qualified candidates in accordance with chapter 3, section A, paragraph 3g, VA Handbook 5005, Part II, Appendix G35).
- **Experience:** Two (2) years of experience that demonstrates the applicant's ability to perform the work, or provides familiarity with the work. Six months of the required two (2) years of experience must have provided the knowledge, skills, abilities, and other characteristics (KSA's) needed to perform Medical Records Technician work.

**OR**

- **Education:** Successful completion of an associate's degree with a major field of study in medical record technology/health information technology which was accredited by the American Health Information Management Association (AHIMA) at the time the program was completed.

**OR**

- **Experience/Education Combination:** Equivalent combinations of experience and education are qualifying. The

(Continued on next page)

following education/training substitutions are appropriate in this provision for combining education and experience: **(a)** Successful completion of an associate's degree in a field of study other than medical records/health information will substitute for eighteen (18) months of the required experience. **(b)** Successful completion of a course for medical technicians, hospital corpsmen medical service specialists, or hospital training obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision may be substituted on a month-for-month basis for up to one (1) year of experience. **(c)** Successful completion of a post-high school course study in medical record technology, which includes courses in anatomy, physiology, and medical records techniques and procedures, may substitute on a month-for-month basis for up to one (1) year of experience. **(d)** Successful completion of post-high school courses for medical administrative personnel, obtained in a closely supervised training program given by the Armed Forces, may be substituted for experience on a month-for-month basis for up to six (6) months provided the training program included courses in anatomy, physiology and medical records techniques and procedures.

**Specialized Experience:** At least one (1) year of specialized experience comparable to the next lower grade level for the appropriate assignment area that must fully meet the KSA's at that level. Specialized experience includes, but is not limited to maintaining patient records, coding diagnosis, operations and procedures, completing Patient Treatment File (PTF) for each admission, analyze medical records and reviewing and correcting system or processing errors.

- **Coding Certification is highly desirable.**

**BASIS OF RATING: (Knowledge, Skills Abilities (KSAs))**

***Applicants must demonstrate through their experience or education that they possess the following published KSAs (from VA Handbook 5005) for the grade at which they wish to apply (and one grade below the grade they are applying for):***

**GS-8**

1. Ability to analyze the medical record to identify all pertinent diagnoses and procedures for coding, and to evaluate the adequacy of the documentation. This includes the ability to read and understand the content of the medical record, the terminology, the significance of the comments, and the disease process/pathophysiology of the patient;
2. Skill in reviewing medical record documentation and assigning current versions of the classification systems required in the current position, such as ICD and CPT; and
3. Advanced knowledge of the full scope of coding and abstracting including inpatient discharges, surgical cases, diagnostic studies and procedures, outpatient encounters, and inpatient professional fees for a highly diversified range of specialties and subspecialties, such as orthopedics, neurosurgery, cardiology, gastroenterology, plastic surgery, spinal cord injury, blind rehabilitation, anesthesia, acute and long term psychiatry including addiction treatment, hospice, ambulatory surgery, and other types of care.

**CONDITIONS OF EMPLOYMENT:**

This is an Excepted Appointment. Excepted service positions have been accepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Applicants without prior federal service will be appointed at step one of the grade

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

#### **HOW TO APPLY:**

##### **Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

##### **Other VA Permanent Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

##### **Non VA Applicants must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

**All application packets must be received in Human Resources by Close of Business (COB) on 06/24/2010.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: T38-10-0190-SJ**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

#### **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

#### **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the**

method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.